**Team 15**

**CITS3200 PROFESSIONAL COMPUTING**

## MEETING 1 AGENDA

Time: 9:30am

Date: 4th August 2021

Venue: Reid Library

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| Tasks | Sub-tasks |
| Assign Sprint 1 Roles | * Assign Project Manager * Assign Documenter (writing minutes, taking notes) * (Coder and tester not necessary at this point) * Roles mentioned in “Team Dynamics” lecture that may be relevant for Sprint 1   + Client Liaison Manager (handle client communication)   + Project Configuration Manager (file-naming, saving, version control i.e. Git)   + Project Administrator (technical query register, make sure we don’t ask the client the same question twice) |
| Discussions/Clarifications | * Discuss using Github for file management, from intro lecture “*GitHub to be use for all outputs: code, documents and testing logs”* * Discuss Sprint 1 deliverables * Discuss questions for client meeting at 10:30am |
| To Do | * Decide regular meeting time (need at least 1 a week with minutes) * Plan agenda of next meeting (in table cell below) |
| Next Meeting  Date: 11/08/21 | * Collate work on sprint 1 deliverables and assign each member a deliverable to make final copy of * Github tutorial/setup * Discuss technologies we want to use |
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